|  |  |  |  |
| --- | --- | --- | --- |
|  | **Approved** | **Revision Recommended** | **Needs Revision** |
| **Formatting** | * Format is 3-4 paragraphs
* Date, Employer’s Name, and Title Address clearly listed at top
* Correct salutation to address the Employer (Dear: “Hiring Manager,” or “Prospective Employer”)
* Correct Closing (Sincerely, 4 lines for signature **or** /s/, Typed Name, Enclosure: Lists Contents)
* Appropriate length for field/level of experience
* Consistent font/single spacing
* Uses a standard font such as; Calibri, Arial, and Courier New
* Letter head matches resume (If it is a paper submission, it needs to match the \_\_\_\_\_\_\_\_\_\_\_\_)
 | * Inconsistent font
* No Date, Employer’s Name, and Title Address
* Incorrect salutation to address the Employer (No Dear: “Hiring Manager,” or Prospective Employer”)
* Incorrect Closing (No salutation, 4 lines for signature or /s/, Typed Name, Enclosure:)
* Too long (Over a page long)/short (does not fill one page)
* Too little/much white space
* Multiple font styles and/or decorative fonts
* Font size less than 11
 | * Uses all caps
* Uses non-standard fonts
* Too long (more than 2 pages)/short (less than ¾ page)
* Date, Employer’s Name, Title Address information not included
* Salutation and Closing not included
* Says everything in resume
 |
| **Spelling & Grammar** | * No spelling, punctuation or grammar errors
 | * Some spelling or grammatical errors found
 | * Many Errors
* Spelling & grammatical errors, take focus away from content
 |
| **Content** | * **Opening Paragraph:** States why you are writing, name the position for which you are applying. Indicate how you learned about the position (Name Drop if you can).
* **Middle Paragraph(s):** Explains why you are interested in working for this employer. Mentions work, volunteer, and education experiences. Emphasizes skills or abilities you have that relate to the job for which you are applying.
* **Closing Paragraph:** Indicates the steps you will take to initiate an interview date **or** wrap-up summary
* Tailored-makes a match to the job description
* Lists Contact Information if not using Letter Head style
 | * Diversity of nouns and action verbs could be beneficial
* Limited information on skills or abilities you have that relate to the job you are applying for
* Limited use of keywords
* Excessive use of “I” to start sentences **or** paragraph
* Opening sentence says, “Hi! My name is\_\_\_\_\_”
 | * Keywords and skills not targeted for the position
* List of Skills (**i.e.-** Communication, Flexibility, and Teamwork) with **no** evidence of work, volunteer, or education experiences
 |

**Cover Letter Rubric**